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## PURPOSE

All Michigan Department of Health and Human Services (MDHHS) employees and contractors must follow the group meetings policy for conventions, seminars, conferences, and retreats, etc. in this item, regardless of funding source.

## DEFINITIONS

### Group Meeting

A meeting called by a commission, department, bureau, or agency. This can include trainings, conventions, conferences, workshops, retreats, seminars, symposiums, and other departmental functions.

## POLICY

It is the administration director's discretion on whether to hold a group meeting. All MDHHS conferences, seminars, meetings, etc., must comply with The Department of Technology, Management and Budget (DTMB) lodging and meal rates (meal rates include all taxes, service charges, gratuities, etc.) including those organized by a contractor on MDHHS's behalf.

A list of state sponsored facilities that provide facilities and meals within the rates can be found at the DTMB Travel Services [website](#). All expenses must be business related and be incurred in a fiscally responsible manner.

## CONFERENCE/SEMINAR APPROVAL

Before making final plans for holding a conference/seminar, complete the following documentation:

1. MDHHS-5404, Conference Approval Request, with the following information:
  - The purpose of the trip.
  - The conference's intended target audience.
  - A list of conference speakers.
  - Program or division manager signature.
  - Deputy director signature.

External Affairs and Communications Office final approval; email MDHHS-5404 to [CommOffice@michigan.gov](mailto:CommOffice@michigan.gov).

2. Approved requisition (RQN) in SIGMA when the conference/seminar involves purchase for goods and/or services valued over \$2,500.00. If food and beverages are included with the hotel conference room rental, that information must be included on the RQN in the Other Pertinent Information section when requesting approval for non-state-owned facilities.
3. Fully approved DTMB-1681, Travel Expense Exception Request, when meal and/or hotel rates exceed DTMB Travel Regulation maximum amounts. To obtain an expense exception request, email the 1681 to [MDHHS-Travel@michigan.gov](mailto:MDHHS-Travel@michigan.gov).

## MEETING LOCATION

All group meetings should be held in a state owned or sponsored facility whenever possible. Please reach out to the DTMB Travel Services for a listing of these facilities.

## MEALS AND BEVERAGES

MDHHS will allow meals and beverages at events for both non-employee and employee functions, when they meet the following criteria with deputy or bureau director approval (appreciation events, holiday events, etc. are not allowable state expenses):

- Attendees must eat together as a condition of conference/meeting/training attendance.
- The expense supports essential and efficient conduct of state business.
- The meeting lasts a minimum of 5 hours and occurs during the mealtimes as listed in the state Standardized Travel Regulations.
- Cost per meal cannot exceed allowable stated maximum rates. A DTMB-1681 must be approved when meals exceed these rates.

Payment requests for meals/refreshments must include the following documentation:

- A list of all attendees or sign-in sheet.

- Itemized vendor invoice.
- An agenda with a scheduled meal or refreshment break.
- (Optional) A DTMB-1681, Approval Travel Expense Exception Request, when meals exceed state maximum rates.

Meals and beverages must be paid via the MDHHS-5628 Travel Payment Request process. Otherwise, meals and beverages may be purchased on the Procurement Card; see **Payments**.

An employee cannot claim meals and beverages for other employees. When a catering service does not provide a meal or beverage, employees must pay for and claim their own reimbursement(s); see APA 230, **Meal Allowance** and **Group Meal Rate**.

All payment requests will be reviewed on a case-by-case basis.

Reimbursement for alcoholic beverages and any associated costs are not permitted regardless of funding source.

## MORNING AND AFTERNOON REFRESHMENTS

Morning and/or afternoon snacks are allowed when they meet the following criteria with deputy or bureau director approval:

- Attendees must eat together as a condition of conference/meeting/training attendance.
- The expense supports essential and efficient conduct of state business.
- Non-state employees attend.
- The meeting must be a minimum of 2.5 hours long and occurs during the mealtimes as listed in the state Standardized Travel Regulations.
- Snacks and refreshments cannot exceed \$5.00 per person.

Payment requests for Snacks/Refreshments must include the following documentation:

- A sign-in sheet of all employees and non-employees attending.
- Itemized vendor invoice.

- Must have an approved agenda with a scheduled refreshment break.

Snacks/refreshments must be paid via the MDHHS-5628 Travel Voucher process. Otherwise, snacks/refreshments may be purchased on the Procurement Card; see **Payments**.

Reimbursement for alcoholic beverages and any associated costs are not permitted regardless of funding source.

## EMPLOYEE / VOLUNTEER APPRECIATION ITEMS/EVENTS

MDHHS will not reimburse or process payments for any expenses related to employee or volunteer appreciation gifts and/or events. This includes holidays, picnics, events, employee appreciation gifts, etc. MDHHS managers are expected to cover any costs incurred related to these events/gifts.

## PAYMENTS

### Method of Payment to Vendor

Process payments for caterer, facility, and/or vendor for the meal and/or facility rental on a MDHHS-5628 Travel Voucher, clearly stating the groups meeting purpose. This form can be found on Forms & Templates within the MDHHS intranet site. Attach the following documentation:

- A completed and signed MDHHS-5628 Travel Voucher.
- A sign-in sheet of all employees and non-employees attending.
- Itemized vendor invoice.
- An agenda with a scheduled meal or refreshment break.
- (Optional) A DTMB-1681, Approval Travel Expense Exception Request, when meals exceed state maximum rates.
- This packet can be sent to MDHHS-Travel@michigan.gov.

**Method of Payment Via Procurement Card**

The Procurement Card can be used for meal purchases for a work meeting if the purchase is approved and meets the following criteria:

- Sign-in sheet of all employees and non-employees attending.
- An agenda with a scheduled meal or refreshment break
- The meeting must be work related.
- Cost per meal cannot exceed allowable travel rates.

Follow the Procurement Card process as usual. Please reach out to Procurement Card Services for more information.

**Method of Payment to Employee (Group Meals)**

An individual should not be seeking direct reimbursement for Group Meal expenses unless otherwise asked to purchase one in conjunction with a prearranged and approved meeting. See [APA 230, MDHHS Travel](#), **Group Meal Rate** section for more details on this.

**REFERENCES**

State of Michigan DTMB Standardized Travel Regulations.

MDHHS Administrative Policy Accounting (APA) 230 - Travel & Expense Reimbursement.

**CONTACT**

For more information, please contact the Travel Services Section within the Expenditure Operations Division at [MDHHS-Travel@michigan.gov](mailto:MDHHS-Travel@michigan.gov).